Records Mgmt 1-3-1

Outline for Briefing on Records Management Program

I. Definition History and Development of Records Management Program.

1. Paperwork commissions in U. S. Government - 1887-1952.

2. Records Management in the period 1930-1940.

3. First Hoover Commission

   a. Organization for Government-wide direction.

   b. Proposed Legislation

   c. Content of Program.

   d. Responsibility for Program.

4. Legislation

   a. Public Law 754

   b. Regulations issued by GSA.

5. Some results from Legislation:

   a. Establishment of Federal Records Center

   b. Establishment of Training Programs

6. Second Hoover Commission

   a. Further improvement in Paperwork Management

   b. Government-wide Correspondence Manual

   c. GSA Workshops

7. Government Leadership and Its Effect on Industry

   a. Leahy

   b. Dethman - Ford Motor Co.

   c. Britt - Ford Motor Co.

   d. Shiff - National Records Management Council

8. Industry Progress

    a. National Records Management Council Research

    b. Chrysler Corporation Program

    c. American Telephone and Telegraph Company

    d. Union Carbide Corporation

    e. DuPont

II. Need for Records Management Techniques

    1. Volume of records created-- 200,000 pieces of paper per year.

    2. Volume of records collected per year.

    3. High cost of Safe Filing Equipment.

    4. Legal requirements - opinion of Agency General Counsel

III. Organization for Agency Records Management

    1. Management Staff

        a. Staff responsibility

        b. Standards and Guide Lines

        c. Training

        d. Auditing- Monitoring

        e. Functional Alignment - forms; reports and correspondence; maintenance and disposition; and Archives and Records Center.

    2. Decentralized Organization

        a. DD/I - component program; co-ordinated by Special Assistant to DD/I.

        b. DD/P - Division and Staff programs; co-ordinated by CSRMO.

        c. DD/S - component programs; co-ordinated by Chief, Records Management Staff.

III. Organization for Agency Records Management (continued)

    3. Standards and Guides

        a. Current regulation

        b. Published Handbooks - Subject-Numeric Filing System; Correspondence Handbook

        c. Brochures

        d. Workshops

IV. Training for Records Management

    1. Records Management Institute - American University, National Archives; Annual Program.

    2. Records Preservation and Archives Program - American University, National Archives; annually.

    3. Records Management Certificate Program - American University.

    4. On-the-job training - Special arrangements with components.

V. Administration of Program

    1. Surveys and audits.

    2. Special Projects.

    3. Continuing requirements - Forms Management.

    4. Operation of Records Center

    5. Operation of Vital Records Program.

    6. Meetings with Area Records Officers.

    7. Participation in O&M Surveys.

VI. Reporting Program Process

    1. Weekly Reports.
    2. Staff Meetings.
    3. Annual Reports.
    4. Special Situation Reports.